**Fire and Life Safety Inspection Building Checklist**

The City of Milwaukee is required to conduct an annual inspection for fire and life safety per the International Fire Code (IFC) Standards. As building occupants, we should prevent hazards prior to them becoming an issue. The following checklist will assist you to ensure the building is compliant with Fire and Life Safety Codes. If you have a question about a situation, please reach out to University Safety and Assurances Department to address your concerns. Pictures are always welcomed.

The repetitive issues are as follows:

1. Fire doors propped open using door wedges
2. Open junction boxes with wires present/exposed
3. Means of egress are blocked (blocked doors or hallways cluttered)
4. Blocked electrical panels/disconnect switches (3’ clearance area)
5. Compressed gas cylinders are not secured or missing caps
6. Exit signs not properly illuminated
7. Monthly and annual fire inspections are conducted
8. Blocked fire extinguishers/pull stations
9. Use of extension cords for permanent use
10. Combustible materials located in exits for stairways and ramps, boiler rooms, mechanical/electrical rooms.

Please fill out the inspection list and be specific in regards to issue and location and send completed checklist to the University Safety and Assurances Department via email to:

[safety-office@uwm.edu](mailto:Safety-office@uwm.edu)

|  |  |  |  |
| --- | --- | --- | --- |
| Building: | | Date: | |
| Contact: | | Email: | |
| **Exterior** | | | |
|  | Exterior Steps in good condition |  | Handrails are present (4 or more steps) and in good condition |
|  | Exterior outlets have covers and in good condition |  | 3 ft. clearance around fire hydrants |
|  | Stairways are free from clutter |  | Exterior lights present and in working order |
|  | Exterior doors close properly |  | Air intakes are free from obstruction |
|  | Sidewalks are free from hazards |  | Parking lot is adequately marked and well-lit |
|  | Parking lot /grounds are free of hazards |  | Exterior fire department connections (FDC), fire suppression system control valves, and fire hydrants are not obstructed and proper signage is visible. |
|  | Building has an address number clearly identified |  |  |
|  |  |  |  |
| **Interior** | | | |
|  | Exit signs are properly illuminated |  | Extension cords use for temporary use only. |
|  | Fire doors close properly and free from obstruction |  | Exposed junction boxes are covered |
|  | Combustible materials are not located in exits for stairways and ramps and free from clutter |  | Combustible materials are not located in boiler rooms, mechanical/electrical rooms |
|  | Electrical outlets are in good condition (cover and plug) |  | Ceiling tiles are present, in position, and in good condition |
|  | Electrical panels/disconnect switches are free from obstruction (3’ clearances) |  | Fire extinguishers are not blocked (3’ clearance) |
|  | Fire alarm pull stations are not blocked (3’ clearance) |  | Compressed gas cylinders are secured properly and caps are present If applicable |
|  | Annual Inspections for Portable Fire Extinguisher are completed |  | Stairwell lights are working properly |
|  | Fire sprinkler heads (located on walls/ceilings) shall be free from obstruction (Min. of 18”) and not used for hanging items. |  | Evacuation routes maps are present and can be clearly read |
|  | SDS binder is available for review on site (if applicable) |  | Excessive combustible debris is not accumulating within building areas |
|  | No cardboard located in flammable cabinets (if applicable) |  | Combustible storage shall be less than 24 inches from the ceiling in a non-sprinklered building |